

# **Fifth Ward Enrichment Program, Inc.**

## **JOB DESCRIPTION**

### **Parent Liaison**

#### **General Description**

The Fifth Ward Enrichment Program's parent liaison is responsible for establishing and maintaining positive linkages between parents, grand parents and legal guardians of FWEP youth participants with the FWEP staff. The Parent Liaison is the central contact for the parent support group member, the parent support group facilitator(s) and the FWEP Staff.

#### **Specific Responsibilities:**

The parent liaison is responsible for the following tasks:

- Identifying interested parents and establishing regular contact with designated parents of FWEP youth participants.
- Providing resources information and referrals to family representatives, as needed.
- Providing meeting notifications to members of the parent support group.
- Coordinating activities and events with the group facilitator(s).

#### **Qualifications:**

- Effective writing and verbal skills.
- Community residents highly knowledgeable of service area.
- Demonstrative history of community service or volunteerism.
- Upholds a good reputation and positive image among clients.
- Parent or guardian of FWEP youth, or former FWEP youth participant is preferred.
- Good knowledge of available social service resources.
- Independence and initiative in performing job duties.

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